



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclld.lib.ny.us

Agenda

The May 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday May 16, 2019 at 6:00 pm at the **Big Flats Library, 78 Canal St., Big Flats, NY 14814**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Auditor's Report
4. Approval of minutes (document #2019-25)
5. Treasurer's report
 - a) Financial report (document 2019-26)
 - b) Report of Unpaid Bills Detail (document 2019-27)
6. Correspondence
7. President's report
 - Consent Item: Approval of Audit.**
Resolved that the CCLD Board of Trustees approve the 2018 audit as submitted.
 - Consent Item: Approval of Resignation.**
Resolve that the Board of Trustee approve the resignation of Will O'Dell-Wehling.
8. Director's Report
 - Consent Item: Approval of Personnel Actions for May (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-28)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-29)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-30)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
10. Executive Session
11. Old business
 - a) Memorandum of Agreement with CSEA
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the APRIL 18, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-25)

The meeting was called to order at 6:00pm by Vice-President Phyllis Rogan. Present were Pat Silvernail, Ann Hayes, Pam Larnard, Martha Smith, Jack Schamel, Lillian White, Karl Schwesinger, Rachel Dworkin and Jessica Roberts. Excused were William Wehling, Lee Saginario and Bonnie Chollet. Absent: Tim Blandford. President Marge Kappanadze arrived during the Director's Report. Also present were Joan Santulli and Ron Shaw, the Library District's Administration.

Michelle Barrett, West Elmira Library Branch Supervisor and Ahnece Hancock were present representing their library. Ms. Hancock shared about her responsibilities at the library and Ms. Barrett talked about a new library material being offered to the public which will be purchased with Bullet Aid from NYS. Playaway pre-loaded audiobooks, learning apps, videos, and read-alongs give libraries everything they need to promote literacy, bridge the digital divide, and make technology accessible to everyone. The staff is still working on the details of how to circulate these items. They expressed their thanks for the gift from the board given to them on National Library Worker's Day. Ms. Barrett is also responsible for Marketing for District-wide events.

Minutes. The minutes of the March 2019 meeting (Document #2019-19) were presented for board review. Ms. Hayes moved, seconded by Ms. Dworkin to accept the minutes as presented in writing. VOTE: Unanimously Approved.

Financial Report. The March 31, 2019 Financial Report (Document #2019-20) was presented for board review. Mr. Schamel moved, seconded by Ms. Silvernail to accept the Financial Report dated 3/31/19 as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-21). Ms. Dworkin moved, seconded by Ms. Roberts that the board authorize the payment of the unpaid bills dated 4/9/19 for the General Fund - \$7,688.58 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. A thank you letter was received from the ARTS Council for renewing our cultural partnership with them for another year. The 2018 Annual Report for the Southern Tier Library System (STLS) was received. This will be forwarded to board members via email. Mr. Shaw has been invited to participate in Ernie Davis Academy's Open House on April 24th. He will be touring their new STEAM suite (Science, Technology, Engineering, Art & Math). Ms. Santulli passed around a thank you note from the Steele staff for the gifts given to them on National Library Worker's Day.

Director's Report.

Mr. Shaw has sent out the notice to staff for the full-time Administrative Assistant Library position. Cover letters and resumes are due by April 30; interviews to take place the week of May 6th with a start date of July 1, 2019.

Mr. Shaw reported that 13 employees have completed the Sexual Harassment Prevention Training to date. He is still expecting that the remainder of the staff will be able to do the training at the Spring Continuing Ed day being shared with STLS.

Mr. Shaw reminded board members that the Maker Faire is scheduled for April 27th at Corning Community College. Volunteers are still needed to work at the Faire. He encouraged board members to call if they are available to volunteer at this event.

Ms. Kappanadze arrived just before the consent items.

CONSENT ITEM: Approval of the Service Animal Policy. Resolved by Ms. Silvernail, seconded by Mr. Schamel that the CCLD Board of Trustees approves the Service Animal Policy as submitted in writing. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of the Personnel Actions for May (Appendix C). Resolved by Ms. Dworkin, seconded by Ms. Larnard that the CCLD Board of Trustees approves the Personnel actions as submitted. VOTE: Unanimously Approved.

Mr. Shaw reported receipt of a MOA (Memorandum of Agreement) from the union that proposes that the Library District close all libraries on the Friday after Thanksgiving (currently the Steele Library is open and staff are paid overtime holiday pay). The MOA will be forwarded to the Attorney for review prior to submitting it to the board for their review.

Regarding a bed bug issue at Steele, the District has had Orkin Pest Control come in before hours and treat the specified area for bugs. The District has received a quote to have a specialized dog come in to check for any infestation. The cost for one visit is \$1,900. The rep from that company has reviewed the staff's procedures of what they do when detecting a bed bug and has stated that we are already doing everything possible to keep an infestation from happening.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

President's Report. President Kappanadze stated that the Friends of CCLD have been working on scheduling the Read-A-Thon fund raiser. It is currently scheduled for October 4th and 5th, starting at 2pm and ending the next day at 2pm. Trustees are encouraged to participate in this event. More information will be forthcoming.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2019-22). Nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-23). Mr. Schamel noted that the District has received a check from Chemung County for PILOT funds in the amount of \$58,751.96. Ms. Santulli noted that the auditors are currently completing their review of the Library District's 2018 finances. It is planned that they will attend the May meeting of the Budget & Finance Committee with a draft copy of the 2018 Audit. If the Committee finds no problems, the final audit will be reviewed with the board at their May meeting in Big Flats.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-24). Mr. Shaw reported that installation of the wall for the Teen Space at the Steele Library is going as planned. Furniture is expected to be installed next week. The moving of the NonFiction shelving to accommodate A.D.A. requirements has begun.

Regarding the boiler at the Steele Library, an inspector from the Hartford Steam Boiler Company did his semi-annual inspection and certified it for the next 2 years. His opinion is that a new boiler is not necessary. His contact information has been given to Gary Morenus from the County Buildings & Grounds in order for them to discuss this issue and determine whether or not a new boiler is needed at this time. The boiler is past its expected life so the District is on borrowed time with a possible replacement.

New Flood Insurance information was received from the Chemung County Planning Department. The information has been forwarded to our insurance agent at Perry & Carroll. The District branch libraries that need flood insurance are already covered.

Personnel Committee. Ms. Dworkin stated that the Committee will meet next week to review the results of the surveys sent out for the Director's annual evaluation. They will meet with Mr. Shaw prior to the next board meeting when his evaluation will be discussed with the full board.

Election & Continuity Committee. Ms. Rogan stated that as of their last meeting, it is believed that they have found a person interested in serving in the 13th District (Blandford). Their next meeting is scheduled for May 1st. Discussion ensued regarding different ways to get the word out to the public regarding upcoming vacancies on the board. A letter will be drawn up for vacancy in the 9th District and Ms. White has stated that she is willing to distribute them.

Advocacy Committee. No meeting this month. It is necessary to recruit new members to this Committee and if possible to include a member of the Community to also serve on the Committee.

Old Business. The board discussion of the Sexual Harassment Prevention Training will take place at the end of this meeting. Ms. Dworkin will facilitate the steps for certification. Certificates of completion will be given to board members and filed in the Business Office.

New Business. Condolences from the board were given to Ms. Rogan on the passing of her brother.

It was mentioned that the CCLD by-laws for the board state that the board needs to do a "self-evaluation". This has not been done since the District was formed. Ms. Kappanadze stated that this some research will be done on what this evaluation should entail and that it can be planned for sometime this summer.

The meeting was adjourned at 6:43pm. The next regular meeting of the board will be held on Thursday, May 16th, 2019 at 6:00pm at the **Big Flats Library, 78 Canal Street, Big Flats, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-26)

Financial Report - APRIL 30, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 17,451	\$ 50,424	25.71%		
Grants (other than N.Y.S.)	\$ -	\$ 53,182				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; BF Adv \$321; ARTS \$3,400 & \$6,000 for M. Faire (STLS,CCC, CmOG, CCTC); Chess T \$100
Foundation Contributions	\$ 200,000	\$ 33,097	166,903	17%		
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		SML Foundation 1st Qtr distribution; HH Found \$13,097 FINAL for 2018
PILOT Funds	\$ 54,000	\$ 58,752				
Interest on Investments	\$ 6,000	\$ 2,277	3,723	38%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,541,238	\$ 3,174,251	\$ 424,922	90%	33%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,625,978	\$ 551,527	\$ 1,074,451	34%		
Overtime & Holiday Salaries	24,508	\$ 4,551	19,957	19%		
Employee Benefits						
FICA	126,202	\$ 45,506	\$ 80,696	36%		
NY State Retirement	259,000	\$ 86,662	\$ 172,338	33%		
Medical & Dental	482,818	\$ 158,865	\$ 323,953	33%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 20,532	\$ (592)	103%		
Subtotal - Personnel Expenses	2,538,446	867,643	\$ 1,670,803	34%	33%	
Contractual						
Equipment	45,367	\$ 4,703	40,664	10%		
Telephone	13,565	\$ 9,204	4,361	68%		Grants \$1,250
Supplies	50,200	\$ 13,243	36,957	26%		
Travel & Continuing Education	14,915	\$ 1,099	13,816	7%		Total \$4,390=Gifts \$270; HH Found \$2,391; HH Friends \$823; CCLD FR \$41; Grant \$765; MKT \$100
Repairs & Maintenance	24,415	\$ 11,822	12,593	48%		
Postage	2,000	\$ 330	1,670	16%		
Library Materials (books, video, etc.)	364,116	\$ 85,139	278,977	23%		
Utilities	58,200	\$ 18,685	39,515	32%		Total \$6,952=Gifts \$975; Grants \$3,361; SML Found \$2,028; HH Friends \$768
Building Cleaning Supplies	13,325	\$ 4,488	8,837	34%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 824	1,976	29%		
Insurance	31,130	\$ 32,302	(1,172)	104%		
Vehicle Operation / Maintenance	7,000	\$ 370	6,630	5%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 4,812	18,263	21%		
Data Processing Expenses (Cost Share)	127,725	\$ 32,160	95,565	25%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 18,245	18,644	49%		
Chemung County costs (B&G, vision)	13,000	\$ 3,110	9,890	24%		Total \$7,332=Grant \$3,573; FR of CCLD\$1,040; HH FR \$1,650; M. Faire \$950; Mktng \$119
Capital Improvements STATE CONST see below	25,000	\$ 12,465	12,535	50%		
Contingency Fund	52,890	\$ -	52,890	0%		Bolan \$11,725
Subtotal Expenses	\$ 3,449,138	\$ 1,125,684	\$ 2,323,454	33%	33%	
2018/19 (teen) State Construction Projects		\$ 90,303				
TOTAL EXPENSES	\$ 3,449,138	\$ 1,215,987				

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 8, 2019

Type	Date	Memo	Open Balance
Am. Dining Creations at Corning Comm Coll			
Bill	05/07/2019	Maker Faire food for volunteers	525.00
Total Am. Dining Creations at Corning Comm Coll			525.00
Baker & Taylor Books			
Bill	05/07/2019	Book purchase Steele JUV April	1,441.54
Total Baker & Taylor Books			1,441.54
Brodart Co.			
Bill	05/06/2019	BlueRay cases/cd cleaning	40.30
Total Brodart Co.			40.30
Chemung County Buildings & Grounds Dept.			
Bill	05/06/2019	Utilities all libraries - 1st Qtr 2019	9,816.98
Total Chemung County Buildings & Grounds Dept.			9,816.98
Deborah L. Brimmer			
Bill	05/07/2019	M. Faire supply/IT workshop/phone Stipend 6 mo.	220.10
Total Deborah L. Brimmer			220.10
Demco, Inc.			
Bill	05/06/2019	Shelving/sign holders for HH pd w/bullet aid	1,109.83
Bill	05/06/2019	Summer Reading club orders all libraries	3,368.72
Bill	05/06/2019	DVD/CD cases/ labels/tape	277.60
Total Demco, Inc.			4,756.15
Dimon & Bacorn, Inc.			
Bill	05/06/2019	Steele-re-arranging shelving for Teen Space	18,693.00
Total Dimon & Bacorn, Inc.			18,693.00
Dormann Library			
Bill	05/06/2019	Lost Book paid by patron at ST	30.00
Total Dormann Library			30.00
ELM USA, Inc.			
Bill	05/06/2019	Pads for Disc Cleaning machine	76.95
Total ELM USA, Inc.			76.95
First Transit, Inc			
Bill	05/07/2019	BKM fuel 4/4-4/27	251.14
Total First Transit, Inc			251.14
Horseheads Printing			
Bill	05/06/2019	HH monthly flyers 3.21- pd by HH Foundation	155.74
Total Horseheads Printing			155.74
Image Integrator			
Bill	05/06/2019	2 yr maint contract on Microfilm ViewScan	1,750.00
Total Image Integrator			1,750.00
Jennie Lewis			
Bill	05/06/2019	Reimb. Maker Faire mileage 4/8, 4/19	36.83
Total Jennie Lewis			36.83
Julie Spicer			
Bill	05/06/2019	Tai Chi programs at ST - May 7,14,21,28; June 4,11,18	280.00
Total Julie Spicer			280.00
Mengel Metzger & Barr			
Bill	05/06/2019	2018 audit final payment	7,700.00
Total Mengel Metzger & Barr			7,700.00

MeTEOR Education

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 8, 2019

Type	Date	Memo	Open Balance
Bill	05/06/2019	Furniture for Teen Space - pd by NYS Const & SML Foundation	136,360.32
Total MeTEOR Education			136,360.32
Michelle Barrett			
Bill	05/06/2019	Maker Faire mileage 12/13/18-4/27/19	265.30
Total Michelle Barrett			265.30
Oriental Trading Company, Inc.			
Bill	05/06/2019	HH program supplies	99.12
Total Oriental Trading Company, Inc.			99.12
Quicker Printer			
Bill	05/06/2019	Posters/flyers/programs Maker Faire - pd w/grants	798.00
Total Quicker Printer			798.00
Rainy Toad Gaming (Troy Naida)			
Bill	05/06/2019	ST Teen game night 5/28	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
Recorded Books			
Bill	05/06/2019	Zinio eMags use chgs	23.92
Total Recorded Books			23.92
Reliable Computer Products			
Bill	05/07/2019	Printer toner ST	291.00
Total Reliable Computer Products			291.00
Sayles & Evans			
Bill	05/06/2019	Attorney fees - General Svc 3/1-3/31	203.50
Total Sayles & Evans			203.50
Southern Tier Library System			
Bill	05/06/2019	50% food for 2019 Continuing Ed event	1,362.00
Total Southern Tier Library System			1,362.00
The Hartford Steam Boiler Inspection Co			
Bill	05/06/2019	Boiler Inspection at Steele	105.00
Total The Hartford Steam Boiler Inspection Co			105.00
Unique Management Services, Inc.			
Bill	05/07/2019	collection notices-April	313.25
Total Unique Management Services, Inc.			313.25
Vasco Brands, Inc.			
Bill	05/06/2019	paper/cleaning supplies	1,516.89
Total Vasco Brands, Inc.			1,516.89
Wegmans Food Markets Inc.			
Bill	05/06/2019	Adult at Steele/Maker Faire supplies	111.76
Total Wegmans Food Markets Inc.			111.76
WENY			
Bill	05/06/2019	Maker Faire advertisements	350.00
Total WENY			350.00
TOTAL			187,623.79

12:53 PM

05/01/19

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 1, 2019

*Paid @
Exec Committee*

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	05/01/2019	Non-Fiction purchases - April 2019	502.48
Total Ingram Library Services			502.48
Midwest Tape, LLC			
Bill	05/01/2019	CBA educational DVDs	103.44
Total Midwest Tape, LLC			103.44
TOTAL			605.92

Chemung County Library District General Fund
Unpaid Bills Detail
 As of May 1, 2019

*Paid @
Exec Committee*

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	05/01/2019	5/8 Safe Place prog at HH	220.00
Bill	05/01/2019	5/9 Nesting Instr. AD prog at Steele	250.00
Total Aleta Yarrow			470.00
Aleta.Yarrow			
Bill	05/01/2019	underpayment for 4/10 prog at HH	35.00
Total Aleta.Yarrow			35.00
Amazon Credit Plan			
Bill	05/01/2019	Purchases all libraries 3/8-4/9	2,239.12
Total Amazon Credit Plan			2,239.12
Blackstone Publishing			
Bill	04/30/2019	Audiobooks purchase - ST 4/8, 4/10	150.00
Total Blackstone Publishing			150.00
Bryan Boynton			
Bill	04/30/2019	Mileage reimb 3/10-4/11, phone stipend, ...	306.08
Total Bryan Boynton			306.08
Caroline Poppendeck			
Bill	04/30/2019	Mileage reimb 2/10-4/29	77.72
Total Caroline Poppendeck			77.72
Chemung Canal Trust Company			
Bill	04/30/2019	Credit card - M. Faire, ST book truck, HH...	4,369.34
Total Chemung Canal Trust Company			4,369.34
CPE Interlink			
Bill	05/01/2019	Install data drop cables-Teen Space FIN...	940.00
Total CPE Interlink			940.00
Crystal Parks			
Bill	05/01/2019	Maker Faire Pinwheels activity	50.00
Total Crystal Parks			50.00
EBSCO Information Services			
Bill	05/01/2019	ST magazine subscription-pd w/ Grant fu...	119.00
Total EBSCO Information Services			119.00
Elmira Water Board			
Bill	04/30/2019	Water bill - WE 2/15-4/17	36.96
Total Elmira Water Board			36.96
Filomena Jack			
Bill	05/01/2019	4/14 Teen Art program at ST pd w/ grant...	175.00
Total Filomena Jack			175.00
Horseheads Do It Center			
Bill	04/30/2019	April expenses	14.38
Total Horseheads Do It Center			14.38
Ingram Library Services			
Bill	05/01/2019	Library Materials all libraries April	9,336.06
Total Ingram Library Services			9,336.06
Jeffrey Mathews			
Bill	05/01/2019	mileage reimb 3/20-4/18 incl wkshop in ...	197.90
Total Jeffrey Mathews			197.90
Jennie Lewis			

Chemung County Library District General Fund
Unpaid Bills Detail
 As of May 1, 2019

*Paids@
Exec Committee*

Type	Date	Memo	Open Balance
Bill	05/01/2019	Reimb. Maker Faire supplies, mileage 4/...	191.08
Total Jennie Lewis			191.08
Jennifer Sekella			
Bill	05/01/2019	5/15 WE Program	50.00
Total Jennifer Sekella			50.00
John van Otterloo			
Bill	04/30/2019	T. Lab / Maker Faire supplies	157.16
Total John van Otterloo			157.16
Julie Spicer			
Bill	05/01/2019	Tai Chi programs at ST - May	80.00
Total Julie Spicer			80.00
Kimberly Jones			
Bill	05/01/2019	Reimb DOT physical / BKM program	268.57
Total Kimberly Jones			268.57
Maggie Young			
Bill	05/01/2019	Reimb for genealogy purchases	74.58
Total Maggie Young			74.58
Michelle Barrett			
Bill	05/01/2019	Maker Faire supplies	65.73
Total Michelle Barrett			65.73
Michelle Erickson			
Bill	05/01/2019	Prog supplies for Teens at ST	27.05
Total Michelle Erickson			27.05
MidWest Tape			
Bill	04/30/2019	DVD/Audio purchases - ST/HH/WE	3,686.36
Total MidWest Tape			3,686.36
Music Depot			
Bill	04/30/2019	Sound Equipment for Maker Faire pd w/ ...	107.00
Total Music Depot			107.00
Penguin Random House, LLC			
Bill	04/30/2019	Audiobks 3/21-4/17	352.50
Total Penguin Random House, LLC			352.50
Queen City Basement Designs			
Bill	05/01/2019	T-shirts for Maker Faire - staff & Volunte...	783.00
Total Queen City Basement Designs			783.00
Rebecca Jackson			
Bill	05/01/2019	HH prog supplies 1/9-4/10; Mileage 1/11-...	397.50
Total Rebecca Jackson			397.50
Rodi Rovner			
Bill	05/01/2019	Maker Faire Hands-on-Studio	100.00
Total Rodi Rovner			100.00
Sherry Nichols			
Bill	05/01/2019	M. Faire supplies	73.71
Total Sherry Nichols			73.71
Southern Tier Library System			
Bill	05/01/2019	Dark Fiber all libraries - 1st Quarter 2019	2,130.00

12:46 PM

05/01/19

**Chemung County Library District General Fund
Unpaid Bills Detail
As of May 1, 2019**

*Paid @
Exec. Committee*

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Southern Tier Library System			2,130.00
Star-Gazette			
Bill	05/01/2019	ST annual subscription for 2019	825.59
Total Star-Gazette			825.59
Stevens Office Interiors			
Bill	05/01/2019	Teen Space - balance due	27,118.95
Total Stevens Office Interiors			27,118.95
Sue Schoeffler			
Bill	05/01/2019	Mileage reimb 1/9-4/16	18.90
Total Sue Schoeffler			18.90
The Leader			
Bill	05/01/2019	Annual subscription BF/HH	812.54
Total The Leader			812.54
The Physics Factory			
Bill	04/30/2019	Maker Faire event	400.00
Total The Physics Factory			400.00
Wolfe's Custom Threads & Awards, Inc.			
Bill	05/01/2019	Chess Tourney engraving	12.48
Total Wolfe's Custom Threads & Awards, Inc.			12.48
TOTAL			56,249.26

Document #2019-28

Report of the May 1st, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lee Saginario, Rachel Dworkin, Ann Hayes, Lillian White, Pat Silvernail and Pam Larnard.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 5/1/19 for the Grant Fund - \$605.92 and the General Fund - \$56,249.26. Ms. Larnard moved, seconded by Ms. Dworkin to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze stated that she is looking for trustees to join an ad-hoc group to review the draft of the 2019-2021 Strategic Plan to give feedback or to meet with the staff committee who drew up the plan. Please let her know if you are interested in serving.

Director Ron Shaw gave an update on the status of the Teen Space construction. Four current employees have applied to become the new Teen Space Clerk. Interviews will be held next week. A “soft” opening of the Teen Space has been scheduled for May 28th.

Regarding the opening for a full-time Administrative Assistant, one current staff member has applied. The interview is expected to take place next week.

Maker Faire 2019. The event was a success with approximately 1,200 people attending. The event was held at Corning Community College’s gym and commons area. Staff members have already heard a lot of positive feedback regarding the event. Staff from CCLD, CCC and the Corning Library will be meeting to go over the pluses and minuses regarding this event to determine what works and what needs to be done differently next year. Maker Faire 2020 is planned to be scheduled in the fall, most likely in September.

Board members discussed ways to get the word out to the public regarding the trustee election. Ms. Larnard has contacted the Village of Horseheads and they have agreed to put a notice in their fall newsletter to residents. She also contacted the Horseheads School District who has agreed to put the election notice on the website and in their social media. Ms. Saginario stated that she will contact the Elmira School District about this matter.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 5th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-29

Report of the May 8th, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Lillian White and Marge Kappanadze. Also attending were Katherine Stickler and Gena Rapisardi, auditors from Mengel, Metzger & Barr and Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Stickler reviewed the preliminary draft copy of the Library District's 2018 Audit Results. There were no disagreements with management and nothing new to report in the Required Communications. There were no material weaknesses found and the only significant deficiency is the same one each year – to convert the financial records from Cash basis to Accrual basis for the audited financial statements. In their Qualified Opinion, with few exceptions, the Library District's financial statements ended in accordance with accounting principles generally accepted in the USA.

Ms. Santulli presented the April 30th, 2019 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 5/8/19 for the General Fund - \$187,623.79. The bill list includes two larger invoices for the Teen Space – Dimon & Bacorn for moving of shelving and Meteor Education to pay for the furniture. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:38am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 12th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-30

Report of the May 1st, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Schwesinger, Ms. Saginario and Ms. Kappanadze. Also attending was Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. The shifting of shelving units/books is complete and all furniture has been installed. The AV equipment is being installed today and the computers will be installed soon. Minor jobs still pending are installation of electrical sockets and moving of the sound domes. The Elmira College Library is interested in some of the extra shelving that CCLD will not be utilizing. It is expected that the project will be completed by the end of May.

Other Steele Projects. Boiler. Following a discussion with the rep from the Hartford Steam Co, Mr. Morenus from the County Buildings & Grounds (who has been maintaining the current boiler for years) has stated that there is no way to tell how long the current system will last. He stated that CCLD could replace the boiler in phases. He suggests purchasing two boilers, one for a backup plus one backup pump.

Outdoor Sign & Renovation of the Staff Room/Kitchen area. Mr. Shaw has received an estimate from Bob Butcher to be the project manager for these two jobs. He is awaiting an estimate from Andy Harding before bringing them to the board.

West Elmira Library. The County Buildings & Grounds has given an estimate of \$4,500 to replace the 2 furnaces. In the future they will alternate which furnace starts up the heating season so there is more equal use of the two furnaces. If the AC unit needs replacing, the estimated cost is \$8,000. They are looking at replacing the furnaces in mid-September. The amount that CCLD has in its reserve fund for the West Elmira Library will cover the cost of both of these projects.

Van Etten Library. Mr. Shaw plans to visit the Village Hall building in VanEtten to determine what size may be available for the library to move into that building and to determine what questions to ask once a decision has been made by the Town of Van Etten. He has heard nothing from the Van Etten officials regarding this possible move.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 5th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.